

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

Minutes of the Regular Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, October 7, 2014 at 9:00 A.M., in meeting room 4-C located on the fourth floor of the Administration Building.

HR COMMITTEE MEMBERS PRESENT: Marsik; Duchac; Frohling; Greshay; and Schmidt

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; Angela Zilliox, Human Resources Specialist; James Mielke, Dodge County Administrator; Patricia Ninmann, Sheriff; Rodney Kreitzman, Jail Administrator

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Rains verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Schmidt. Motion carried.

Marsik asked if anyone present had any public comments. None.

Motion by Duchac to approve the minutes of the September 11, 2014 regular and closed session meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling to approve the minutes. Motion carried.

Motion by Greshay to approve the minutes of the September 19, 2014 Special meeting of the Human Resources and Labor Negotiations Committee. Second by Schmidt to approve the minutes. Motion carried. Duchac abstained.

Rains informed the Committee that he, Eske, and Mielke had a discussion regarding the low number of applications received during a recent Correctional Officer recruitment. Rains explained to the Committee members the Civil Service process and procedure. He explained that the current starting rate for a Correctional Officer is \$16.66. He stated that only 16 applications were received, which is considerably fewer than were received in prior recruitments. Rains advised the Committee that due to deadline constraints established by the testing service, and after consultation with the Sheriff and the Jail Administrator, Mielke approved to open a new recruitment and hire candidates at step four (4) at \$18.09. Additionally, Rains explained there are three (3) Correctional Officers whose rates are below step four (4). Two Correctional Officers are at step two (2) and one is at step one (1). He stated his recommendation is to bring them up to either step four (4) or step five (5), depending upon their current step. Sheriff Ninmann agreed with the recommendation to move these employees pay up to step four (4) or five (5) respectively, and to hire new candidates at step four (4). A discussion followed concerning factors for the low applicant numbers.

Motion by Greshay to approve the recommendation to increase the hiring rate to step four (4) at \$18.09 and to increase the current Correctional Officer's rates to the appropriate

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step. Second by Schmidt. Motion carried. The Committee asked for an update regarding the outcome of the current recruitment at the next meeting.

Eske gave the Committee an update on the Kronos Project and answered questions from the Committee members.

Rains gave the Committee an update regarding the health insurance consulting services. He indicated that he met with the Hayes consultants. He stated that the County agreed to Hayes recommendation to modify the timeline for the Phase 1 survey, with a survey release date in January. That will assure more relevant data. An adjustment to the Phase 1 billing dates and billed amounts will be made. Rains further stated that Mielke indicated that in order to cover both this change and the funding needed for Phase II, funds from the 2014 budget will be carried over into the 2015 budget. He stated that the recommendations from Hayes regarding the ACA Compliance are on target for October 24, 2014.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

Motion by Greshay to approve the Personnel Requisitions as presented. Second by Frohling. Motion carried.

One (1) Utility II / Truck Driver–F.T., Highway Department

One (1) Psychiatric Therapist II–Outpatient-F.T., Human Services & Health Department

Two (2) Correctional Officer–F.T., Sheriff's Department–Jail Division

Leave of Absence: None.

The Committee reviewed the Salary, Wage, and Status changes as presented.

NEW HIRE – UNION: None. RE-HIRE – UNION: None. RECLASSIFICATION – UNION: None. STEP INCREASE – UNION: Chad M. Haase, Detective, Sheriff's Department–Detective Division at \$30.18, Pay Grade SSU06, Step 6M54 effective 10-21-14. NEW HIRE: David J. Kohls, Utility II/Truck Driver – West, Highway Department at \$16.00, Pay Grade DC03, Step ST04 effective 09-22-14; Elizabeth D. Doyle, Customer Service/Support Specialist-F.T., Human Services & Health Department at \$12.81, Pay Grade DC02, Step ST01 effective 09-15-14; JoAnna L. Gentz, Customer Service/Support Specialist-P.T., Human Services & Health Department at \$12.81, Pay Grade DC02, Step ST01 effective 09-15-14; Ann M. Nagle, Counselor III-Comprehensive Comm. Serv., Human Services & Health Department at \$22.44, Pay Grade DC07, Step ST01 effective 09-29-14; Julie L. Zemke, Psychiatric Therapist II, Human Services & Health Department at \$26.29, Pay Grade DC09, Step ST01 effective 10-13-14; Aimee S. Pitzlin, Correctional Officer – Relief, Sheriff's Department-Jail Division at \$16.91, Pay Grade DC04, Step ST01 effective 09-30-14. RE-HIRE: None. LIMITED TERM/SEASONAL: None. RECLASSIFICATION: Adam J. Enders, Equipment Operator – East, Highway Department at \$18.59, Pay Grade DC05, Step ST01 effective 09-23-14; Matthew W. Yuenger, Foreman-West, Highway Department at \$22.44, Pay Grade DC07, Step ST01 effective 09-01-14; Bethany J. Justmann, Medical

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Records Clerk – F.T., Human Services & Health Department at \$14.74, Pay Grade DC03, Step ST01 effective 09-15-14; Jackie L. Vincent, Account Clerk III, Human Services & STEP INCREASE – CONT.

Health Department at \$16.66, Pay Grade DC04, Step ST01 effective 09-22-14; John A. Siedschlag, Maintenance III – Lead, Physical Facilities Department at \$22.44, Pay Grade DC07, Step ST01 effective 09-08-14; Michele A. Pieper, Jail Supervisor, Sheriff's Department – Jail Division at \$26.65, Pay Grade DC08, Step ST04 effective 09-15-14; Sheri M. Welch, Administrative Secretary III, UW Extension Department at \$16.00, Pay Grade DC03, Step ST04 effective 09-01-14. STEP INCREASE: Peter M. Navis, Assistant Corporation Counsel, Corporation Counsel Department at \$31.00, Pay Grade DC11, Step ST02 effective 11-19-14; Jan F. Billington, County Patrolman, Highway Department at \$21.66, Pay Grade DC04, Step S12A effective 11-04-14; Joel A. Bischoff, Equipment Operator, Highway Department at \$22.04, Pay Grade DC05, Step S08A effective 11-16-14; Derek H. Marquardt, County Patrolman, Highway Department at \$21.66, Pay Grade DC04, Step S12A effective 11-27-14; Nate A. Minnig, Equipment Operator, Highway Department at \$22.30, Pay Grade DC05, Step S08B effective 11-14-14; William H. Uecker, County Patrolman, Highway Department at \$21.66, Pay Grade DC04, Step S12A effective 10-31-14; Randy L. Franks, Patrol Superintendent, Highway Department at \$31.00, Pay Grade DC11, Step ST02 effective 11-08-14; Melissa R. Abel, Counselor III, Human Services & Health Department at \$23.08, Pay Grade DC07, Step ST02 effective 09-10-14; Kristine Schefft, ADR Specialist III, Human Services & Health Department at \$25.64, Pay Grade DC07, Step ST06 effective 10-26-14; Cathy L. Wiersma, Senior Social Worker, Human Services & Health Department at \$29.23, Pay Grade DC08, Step S08B effective 11-02-14; Robert W. Gahlman, Custodian II, Physical Facilities Department at \$15.34, Pay Grade DC02, S08A effective 09-22-14; Jodi M. Schultz, Deputy Register of Deeds, Register of Deeds Department at \$18.10, Pay Grade DC03, Step S09B effective 10-30-14; Tammy C. Lloyd, Communications Officer – Relief, Sheriff's Department-Comm. Division at \$23.61, Pay Grade DC05, Step S10B effective 09-25-14; Nicole M. Mork, Communications Officer – Relief, Sheriff's Department-Comm. Division at \$25.47, Pay Grade DC05, Step S14A effective 10-08-14; Vanessa L. Schaefer, Communications Officer – Relief, Sheriff's Department-Comm. Division at \$25.47, Pay Grade DC05, Step S14A effective 10-08-14; Anthony D. Brugger, Deputy Jail Administrator, Sheriff's Department-Jail Division at \$34.66, Pay Grade DC10, Step S09B effective 11-01-14; Rodney A. Kreitzman, Jail Administrator, Sheriff's Department-Jail Division at \$39.39, Pay Grade DC12, Step S09B effective 10-29-14; Shawn M. Rogers, Deputy Secretary, Sheriff's Department-Jail Division at \$20.20, Pay Grade DC03, Step S14A effective 11-13-14; Michelle J. Weber, Communications Officer – Relief, Sheriff's Department Comm. Division at \$25.47, Pay Grade DC05, Step S14A effective 10-08-14; Tracy L. Malterer, Administrative Secretary III, UW Extension Department at \$15.16, Pay Grade DC03, Step ST02 effective 10-29-14. NON-SCHEDULED INCREASE: None.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Reports: None.

HR Director's Report:

- a) Disciplinary Actions: Rains informed the Committee that an employee of the Sheriff's Department received a letter of reprimand for using County computers for personal use.
- b) Grievances and Arbitrations: Nothing to report.

Future Agenda Items: Update on the current Correctional Officer recruitment. Schmitt asked that the Committee take a proactive approach to wages and cost of insurance increases in the future. The Committee indicated that this should be done on an annual basis.

Closed Session:

Motion by Greshay, second by Duchac to convene into Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening into closed session is for the purpose of conducting public business, which, because of bargaining reasons, requires a closed session, namely, developing negotiating strategies for collective bargaining. The meeting is closed pursuant to Sections 19.85(1)(e) of the Wisconsin Statutes. A roll call vote was taken. Motion carried by unanimous vote of all members present, at 10:00 a.m.

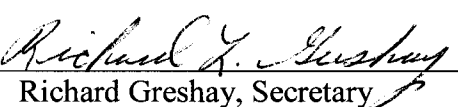
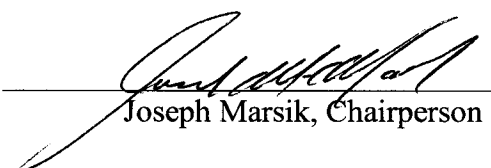
Open Session:

Motion by Duchac, second by Frohling to reconvene into open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:44 a.m.

Future Meeting Dates and Times:

The next regular scheduled meetings of the Human Resources and Labor Negotiations Committee are **October 21, 2014 and November 4, 2014 at 9:00 a.m.** in room 4C of the Administration Building.

Meeting adjourned by order of the Chair at 10:50 a.m.

 Richard Greshay, Secretary	 Joseph Marsik, Chairperson
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Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.

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Minutes of Closed Session of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors on Tuesday, October 7, 2014 held in Room 4C of the Administration Building.

MEMBERS PRESENT: Marsik, Duchac, Frohling, Greshay, and Schmidt

ALSO PRESENT: Joseph Rains, Human Resources Director; Sarah Eske, Human Resources Analyst; James Mielke, County Administrator; Patricia Ninmann, Sheriff; Nancy Pirkey, Labor Attorney, Buelow Vetter Buikema Olson & Vliet LLC, via conference call.

Motion by Greshay, second by Duchac to convene in Closed Session. Before voting on the motion, Chairperson Marsik announced to all present that the reason for convening in closed session is for the purpose of conducting public business, which, because of bargaining reasons, requires a closed session, namely, developing negotiation strategies for collective bargaining. The meeting is closed pursuant to Sections 19.85(1)(e) of the Wisconsin Statutes. A roll call vote was taken. Motion carried by unanimous vote of all members present, at 10:00.a.m.

The Committee discussed negotiation strategies for collective bargaining.

Motion by Duchac, second by Frohling to reconvene in open session. A roll call vote was taken. Motion carried by unanimous vote of all members present at 10:44 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chair

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